

INFORMATION FOR DISTRICT MI-ACCESS COORDINATORS

Worksheet for Spring 2009 Grade 11 MI-Access Assessments Projected Assessment Administrator/Student/Manual Counts

INSTRUCTIONS FOR DISTRICT MI-ACCESS COORDINATORS:

Spring 2009 counts should be entered in the OEAA Secure Site through January 21, 2009. This worksheet has been designed to assist District MI-Access Coordinators with collecting counts information for the schools in your district. A copy of this worksheet can be printed and distributed to each School MI-Access Coordinator for recording Administrator, student, and *MI-Access Coordinator and Assessment Administrator Manual* counts.

Please be sure to determine a deadline for schools to return their completed worksheets to you so that all of your district's counts may be entered into the **OEAA Secure Site no later than January 21, 2009**. All counts must be submitted using the OEAA Secure Site.

SPRING 2009 MI-ACCESS GRADE 11 ASSESSMENTS			
Population	Content Area	Content Area	Content Area
Participation	English Language Arts	Mathematics	Science
Supported Independence	English Language Arts	Mathematics	Science
Functional Independence	English Language Arts	Mathematics	Science

PLEASE NOTE THE FOLLOWING:

1. Counts must be entered for districts to receive assessment materials. The pre-identification of students does not take the place of entering counts.
2. For MI-Access assessments, only district-level users may enter counts on the OEAA Secure Site.
3. Counts must be entered for each participating school in your district. When selecting a school building from the drop-down list, please be sure that the school has grade 11 students participating in MI-Access.
4. Counts must be entered for both *administrators* **and** *students* in order for you to receive materials.
5. All MI-Access assessment materials will be shipped to the address of the District MI-Access Coordinator, which is listed in the Educational Entity Master (EEM). Please make sure your shipping information is accurate. Go to www.michigan.gov/eem and then click on the "Search" button from the menu at the left.

6. The use of an accommodated version assessment must be specified in a student's IEP **and** should match accommodations used during daily instruction.
7. All assessment administrator materials are provided when an accommodated version is ordered; therefore, you DO NOT need to enter counts for a separate standard print assessment when ordering an accommodated version.
8. When entering counts for Participation and Supported Independence assessments, please submit counts only for the PRIMARY Assessment Administrator. Counts for the Shadow Assessment Administrator DO NOT need to be entered.
9. Manual counts need to be entered only for assessment administrators. DO NOT enter manual counts for District and School Coordinators, as these items will be shipped automatically.

INFORMATION FOR SCHOOL MI-ACCESS COORDINATORS

Worksheet for Spring 2009 Grade 11 MI-Access Assessments Projected Assessment Administrator/Student/Manual Counts

DIRECTIONS FOR SCHOOL MI-ACCESS COORDINATORS:

1. Write your district and school code on the lines provided at the top of the worksheet (see the following pages).
2. Enter the number of *2008/2009 MI-Access Coordinator and Assessment Administrator Manuals* needed for assessment administrators in your school. As a reminder, *Spring 2009 MI-Access Coordinator and Assessment Administrator Manual Addenda* will be automatically shipped in conjunction with the *2008/2009 MI-Access Coordinator and Assessment Administrator Manuals* for every manual count entered.
3. Enter the projected number of primary assessment administrators* and students by grade (based on IEP Team determinations) who will be administered the Spring 2009 Grade 11 MI-Access Participation, Supported Independence, and Functional Independence assessments in your school building in the tables below. As a reminder, orders for accommodated versions must be specified in the students' IEP Team determinations.

Step 1: Enter the number of assessment administrators who will be administering MI-Access assessments in the content areas of English language arts, mathematics, and science for grade 11. Note that for Participation and Supported Independence assessments, counts need to be entered only for the Primary Assessment Administrator. Counts *do not* need to be entered for the Shadow Assessment Administrator. .

Step 2: Enter the number of students who will be assessed with the Participation, Supported Independence, or Functional Independence in the content areas of English Language Arts, Mathematics, and Science in grade 11.

This information is needed in order to print sufficient quantities of materials and to help ensure your school receives adequate quantities of assessment materials for assessment administrators and students. An itemized list of materials will come with your first shipment of MI-Access materials for your school. This list will be helpful when inventorying your shipment of Spring 2009 materials. **Please do not over estimate your counts. An overage is always printed and shipped with your first shipment.**

* For the Participation and Supported Independence assessments, counts are needed only for the Primary Assessment Administrator (PAA). Please DO NOT enter counts for the Shadow Assessment Administrator (SAA).

**Worksheet for Spring 2009
Grade 11 MI -Access Assessments
Projected Assessment Administrator/Student/Manual
Counts**

School Name and Code: _____

District Name and Code: _____

Manual Counts

NOTE: Manual counts must be entered only for Assessment Administrators. The contractor will automatically send a manual for each District and School Coordinator for which student counts have been entered. NOTE: The 2008/2009 MI-Access Coordinator and Assessment Administrator Manual covers all populations and content area assessments for both the fall and spring assessment windows.

Enter 2008/2009 MI-Access Coordinator and Assessment Administrator Manual Counts:

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Grade 11 MI-Access Student Counts

Grade 11							
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	Audio Tape	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input type="text"/>	N/A	N/A	N/A	N/A	Supported Ind. ELA and Math
Participation Science	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	N/A	Participation Science
Supported Ind. Science		<input type="text"/>	N/A	N/A	N/A	N/A	Supported Ind. Science
Functional Ind. ELA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. ELA
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math
Functional Ind. Science	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Science